Introductions

Leadership Team:
Mrs. Fleeger, Principal
Mrs. Vanderpool, Assistant Principal
Mrs. Silva, Guidance Counselor
Ms. Schoon, Instructional Coach

Parent Volunteer Fundraising Organization
Leadership Team:
Kathy Lyons, Chair
Chi Chi Blackburn, Parent Liaison
Samantha Hafizi, Fundraising Coordinator
Maria Goetz, Bookkeeper/Treasurer
Tammy Palermo, Money Collection Assistant
Rania Dounos, Communications/Correspondence
Tom Young, Secretary
R. L. Stevenson School of the Arts - where students exemplify excellence in academics, character, and creativity!
School Hours

Arrival Time Begins: 8:30 AM
Breakfast Begins: 8:30 AM
Start Time: 9:00 AM
Dismissal: 3:30 PM
Early Release Friday: 2:15 PM
Visitor Sign-In

Mandatory sign-in using State ID or Driver’s License

“Raptor” system monitors all visitors and records volunteer hours.
Attendance
All students must be in attendance a minimum of four hours of instructional time to be considered present each day.

In accordance with Florida Statute and with district policy: A student who is absent more than nine (9) days within a 90 day period will not receive a passing grade for the semester.

Maintaining good attendance, which includes Tardy & Early Check-out, is a requirement of the EPO contract signed when you accept your seat at any Choice School.
Perfect Attendance is recognized at R.L.S. at the end of the year. It means a student is attending school everyday all day from 9:00AM till 3:30PM. There are no tardies or early dismissals for any reason.

“Perfect means perfect! –In school all day 100% of the time.”
Absences

We shall require a written notice from Parent/Guardians directly following absences from school, stating the date and reason for the absences. If a physician sees your child, please get an excuse note from them. In addition, you can help us by calling the school office when your child is ill or needs to be out of the school for more than 2 days.

When a child accumulates 5 unexcused absences in a grading period a letter will be sent home to parents. Students with excessive absences may be asked to withdraw from Robert Louis Stevenson Elementary School of the Arts.
Tardies...

If a child is tardy s/he must report to the office with their parent, sign in, state the reason they are late, and pick up a tardy slip before heading to class. Tardiness will be excused ONLY for illness when a medical note by a doctor is provided.

Excessive tardiness (five in a grading period or nine in a semester) will be brought to the attention of the Principal. The Principal will make the parents aware of the problem by letter. Excessive tardiness in a grading period may result in a student being asked withdraw from R.L.S.
School Plays

Parents who wish to have a sibling present to watch their other child’s performance must put the request in writing and forward it to the classroom teacher and the front office. Once this has been communicated, it will be recorded on the child’s record as an absence from school, or as an early dismissal from school.
Dismissal Student Pick-up

Car Loop (Arranged Pickup)

Walkers

“Penguin Walk”

Busses
Please be sure to place a placard with your child’s name on it in the windshield area of your car. Even if you only pick up your child on rare occasions, we would still appreciate it. Write the name with a dark marker so that the name can be read from a distance. This will greatly speed up dismissal and provide an extra safety measure to this process.

Placards can be picked up at registration in August.

Parents may not leave their car if waiting in the car loop. Park your car in the parking lot if you must get out of the seat of your vehicle.
Please follow BCSO Procedures
Car Loop...

It is about SAFETY FIRST!

The SPEED LIMIT IS 5MPH on school property!

No crossing the line of traffic.

Cross walks are not only for kids! Adults need to use them too! Crossing through the Parking lot is not allowed.

Space that cannot be used during peak hours.

Park closer to the fence line creates more spaces for parking in the new designated parking area.

Improperly parked vehicles wastes vital parking for others!
Penguin Walk
as seen from the air!
Inclement Weather...

- In times of severe weather, children may be held in the classroom by their teacher or the front office to avoid dangerous conditions.
- Parents need to be patient while waiting for dismissal. Teachers and/or front office will dismiss children when conditions improve.
- You will be notified by text if dismissal is effected by weather conditions.
No student, at our school, is to remain outdoors at dismissal time unsupervised. If a parent does not pick up on time, the student will be sent to Child Care and charged the appropriate fee. Safety is a concern regarding this matter. We follow these procedures in accordance to Florida Statute.
Volunteers
Volunteerism...

20 hours/per family/per year

Coordinated via the school’s Volunteer Coordinator
ANNUAL FUND 2019 / 20

Annual Fund Donation Guide: Where Your $ Goes

R.L. Stevenson has been distinctly recognized for excellence and has been named twice a National Blue Ribbon School!

Annual fund donations are a major component of how our Parent Volunteer Fundraising Organization (PVFO) supports R.L. Stevenson Elementary’s continued success. R.L. Stevenson PVFO serves to bridge the gap between available resources and what our students and educators need to thrive. Last year our parents and community donated 23,000 hours of service! Without your generous donations of both time and money, many of our programs would be impossible.

WHERE DO MY DOLLARS GO?

ARTS PROGRAMS: Dance Teachers’ Salary ● Teacher Training ● Theatre Supplies & Scripts ● Costume & Set Materials ● Music Scores ● Stage Maintenance ● Art Supplies

IN THE CLASSROOM: Teacher Classroom Supplies ● Student Reading and Math Computer Programs ● Playground Recess Supplies ● Supplemental Materials ● Technology (Laptops, iPads, Smartboards, Screenbeams, etc.) ● Teacher Training

ENRICHMENT PROGRAMS: Field Trips ● Media Center ● STEAM Supplies ● Learning Support Tools ● Teacher Professional Development ● Guest Speakers

STUDENT PROGRAMS: Running Club ● Innovation Games ● Science Fair ● Social/Emotional Programs ● Tropicana Speech ● Student Awards ● Student Clubs (FPS, DM)

FACILITY IMPROVEMENT: Furniture Upgrades ● Aesthetic Renovations ● Two Way Radios

FAMILY ENGAGEMENT: Volunteer Appreciation ● Volunteer Communication ● Family Outreach

WE NEED YOU!

DONATE NOW BY WRITING A CHECK TO:

RLS Fundraising Organization
1450 Martin Blvd.
Merritt Island, Fl 32952
(321) 454-3550
(Receipts will be provided.)
http://rlsfundraising.org/

Our goal is 100% participation. Donations in any amount are welcome! Thank you for your support!

YOUR CONTRIBUTION IS COMPLETELY VOLUNTARY & GREATLY APPRECIATED!

R.L. Stevenson PVFO is a non-profit 501(c)(3) organization, eligible to receive tax-deductible charitable contributions (85-8012543140C-9).
Clinic...

Health Cards
Medication Policy
Clinic “hold-time”
Calling Parents
Immunizations
• Prescription medication will only be administered as approved by a physician. The parent must give written permission to the school office, including an explanation of the necessity for medication during the school day and/or for the student who may be away from school property on official school business.

• The principal will designate person(s) to be responsible for accepting and administering the medication. The designated person(s) will complete a medication log for each student when medication is administered. Medication will be stored properly in the ORIGINAL CONTAINER UNDER LOCK AND KEY. Medication may be left at the school overnight in cases where the physician and parent request frequent and prolonged dosage requirements. At the end of the school year parents must pick up prescriptions in person. Non-prescription, over the counter medication will be administered in the school clinic under the following in its original container. Dosage cannot exceed manufacturer’s recommendations:

• A doctor’s prescription will be required if medication is to be administered for any period exceeding ten days in a school year.

• In service programs directed by the school Principal, designee, and Brevard County Health Nurse will be conducted for those authorized to administer medication.

• Medication shall not be carried on a student’s person in the school except as approved by the Principal with a Doctor’s prescription.

• Proper disposal of unused medication shall be the responsibility of the Principal.

• Please use the “Parent Request for Administration of Medication by School Personnel” form available in the school office.
Children who are ill or injured will be brought to the clinic and made comfortable. Children will be returned to the class after they are treated or have rested in the clinic for 10 minutes. Parents will be contacted and asked to pick up children with elevated temperatures, upset stomachs and injuries not treatable with band-aids. If you cannot pick up your child, he or she will be sent back to class. They cannot remain in the Clinic for more than 10 minutes at a time.
Immunizations

Florida State Statute 1003.22

Immunization records must be on file at school. Parents must comply with the law or the child will not be enrolled in school. All physicals must be current for incoming Kindergarten students prior to registration.
Study Trips

R.L. Stevenson will follow district guidelines when involving chaperones for Study Trips by having one (1) chaperone for every six (6) students. A parent indicating their desire to be a chaperone does not necessarily mean that they will be selected. The process that Stevenson uses creates equity and fairness for all parents.

A registered volunteer will be considered first. Volunteers who are recommended by the staff because of reliability and responsibility will also be taken into consideration. A chaperone will only be allowed to attend one (1) Study Trip per year unless there are too few volunteers wishing to attend. The school reserves the right to recruit highly respected volunteers who act responsibly in order to maintain student safety and integrity of the study trip. Students are assigned to a designated group by the teacher. Parents are not permitted to change students from one group to another.
All chaperones must attend a training seminar offered by the Teaching Staff Representative. There are NO exceptions and these seminars are offered during normal school hours. Priority is given to those families applying to be a chaperone that has the fewest accrued volunteer hours. Should many parents apply, a lottery will take place. There are no guarantees if one applies to be a chaperone that they will be chosen through the lottery process. Only the Principal and Bookkeeper will know how many parents have applied and are eligible for the lottery. Once chosen from the lottery, a volunteer must attend the Chaperone Training or they will forfeit their chaperone position. Chaperones are not guaranteed a free paid study trip.
Communication...

Conferences can be made by writing or calling the teacher at school for an appointment.

Parents will be contacted to participate in students’ successes, resolve potential difficulties and co-council their child.

Robert Louis Stevenson Elementary School of the Arts must have a telephone number and name of the person to call in the event you cannot be reached in an emergency.
The R.L.S. *Impressionist* Newsletter is published and sent through email monthly to keep you updated on school events, activities, and related school news.
Other...

**Blackboard**: An automated telephone system to deliver messages to school families.

**Remind101**: A texting system operated by the Parent Organization to notify parents utilizing “Penguin Walk” of weather or other issues.

**Peachjar**: Quick flyers in a snapshot!
And More...

**FOCUS:** An internet based electronic gradebook. Parents can access current student grade information.

**Wednesday Alert Folders:**
School procedure to deliver important information to families.
Cell Phones

Students will be permitted to have cell phones in their possession throughout the school day with the approved paperwork. However, cell phone use will only be permitted before the first bell and after the last bell of the day but not on school campus except with permission by administration. No cellphone use allowed in car loop at pickup time.

**Students MUST have their cell phones turned off and in their backpack** during the school day; cell phones shall cause no disruption.

During the expressed time when cell phones are allowed to be on and in use, students are encouraged to keep their phone on a “silent” mode, should that telephone option be available.

Cell phones will not be visible during the school day.
Food Services

**Breakfast:** Free each day for all students.

**Lunch:** Students may bring their lunch from home or may purchase lunch from the cafeteria. RLS follows the same lunch menu and policies as all Brevard Public Schools. Electronic pre-payment available. No outside food may be brought to the students, unless parent is eating with their child outside on the picnic tables. Parents may only eat lunch with their own child.
Robert Louis Stevenson Elementary  
School of the Arts Uniform Information

School uniforms are required and must be purchased from the approved uniform vendor. “Look-a-likes” are not permitted. The approved uniform vendor is “All Uniform Wear” located at 2383 West New Haven Avenue, Melbourne, (321) 938-3649.

All Uniform Wear is conveniently located on 132 New Haven Avenue across the street from the Olive Garden Restaurant and in the same shopping center as “Play It Again Sports.”

The store is open 7 days a week, Monday through Friday from 9:00 a.m. until 6:00 p.m. on Saturday from 9:00 a.m. until 5:00 p.m. and on Sunday from 12:00 p.m. until 4:00 p.m.

We strongly recommend that you bring your child with you when you shop to ensure proper fit.

In addition to cash, All Uniform Wear accepts cash and debit cards with a Visa or MasterCard logo. They also accept all major credit cards including Visa, MasterCard, Discover, and American Express. All payments by credit card require a photo identification. Checks are not accepted.

When a student is out of uniform and in violation of the Parent-Student-School Agreement, the following will occur:

- The parent will be contacted and given the opportunity to bring the appropriate uniform component to the school.
- If the student remains out of uniform, a written warning notice will be sent to the parent.
- The third written notice will result in an office referral. The consequences for office referrals are outlined in the school discipline policies.
- Each subsequent violation will result in an office referral.

School administration will make the final decision on the appropriateness of items. School administration may also make exceptions to the uniform standards for special occasions such as athletic events or field trips. All students are required to conform to the uniform standards.
Uniform Components

It is required that uniforms will be purchased from the designated vendor. All Uniform Wear, 2585 W. New Haven Ave. West Melbourne, Phone # 608-3845 (Substitutes are not permitted.) The school uniform core components for R.L.S. consist of:

- **Boy Bottom** – Khaki shorts or pants (from vendor only).
- **Girl Bottom** – Khaki shorts, long pants, Capri pants or skorts (from vendor only)
- **Boy & Girl Top** – Short or long sleeve polo shirt in burgundy or light blue with school emblem.
- **Colored tee shirts** are not permitted under uniform shirt. White long sleeve shirts are permitted under uniform shirts.
- **Cool Weather Wear**: When outside, students may wear a jacket or sweater of any color. Once inside, the jacket or sweater must be removed. A plain navy-blue jacket or sweater (may be purchased from any vendor) may be worn inside the classroom. A navy cardigan, hooded sweatshirt, or fleece jacket with logo from previous vendor may also be worn.
- **Brown or black belt** must be worn with all shorts and pants that have been made with belt loops. Elastic waist pants/shorts do not require a belt.
- **Kindergarten Students** are not required to wear a belt.
- **Shoes or Sneakers** must be closed toed and cover the entire foot. No Sandals, flip flops. Not open back shoes. No sling back shoes. No high heels or platform shoes. No boots. Shoes or sneakers with lights or that light up are not permitted. Shoes must be appropriate for physical education classes and dance classes.
- **Other Accessories** – solid white socks or black socks must be ankle length and visible. White or black tights are acceptable. Hair accessories (headbands, scrunchies, or hair bows) in solid white, other pastel colors are acceptable.

General Appearance

School uniforms are expected to fit the student appropriately (skirts and shorts appropriate length), be cleaned on a regular basis, and cannot deviate from the color choice, style, or fabric.

- Tops need to be tucked neatly into bottoms.
- In cold or rainy weather, a student may wear any appropriate outer garment to campus. Once in class, the garment will be removed and the student will be in uniform compliance.
- To maintain the integrity of the school uniform, jewelry should be modest and appropriate. Adornments to the uniform are not permitted.
- Hats may not be worn to school except on days when there is inclement weather. The hats may not be worn in the classroom.
- The school may designate special non-uniform days, but BPS dress code (po 5511) will still apply. For BPS dress code, click here [https://go.boarddocs.com/fl/brevco/Board.nsf/Public#](https://go.boarddocs.com/fl/brevco/Board.nsf/Public#).
Stevenson Elementary School’s Character Campaign

At Stevenson, character counts!

Monthly Character Traits:
August – Courage
September – Respect
October – Responsibility
November – Citizenship
December – Gratitude
January – Resilience
February – Kindness
March – Initiative
April – Perseverance
May – Cooperation

Parents are expected to model the same behaviors on school campus.
Child Care Program

Regular Hours:
*Monday-Friday*

6:30AM – 8:45AM

3:30PM – 6:00PM
Questions?